

QUARTERLY REPORTING

As a condition of the allocation, county plans must include quarterly progress reports to CDHS to summarize and document the achievement of the allocation program goals and objectives. The county plan must include a system for measuring the success of the OERU activities against the projected outcomes that the county initially submitted in response to the RFPB. Quarterly reports must be consistent with quarterly invoice, and the activities described in the plan and budget. Narratives may be brief.

Each quarterly progress report must include the documentation for the expended funds, the activities conducted utilizing the funds, and the outcomes achieved with the funds. Each quarterly progress report will cover one fiscal year calendar quarter, beginning with the first working day of the first month following the execution of the allocation agreement. A standardized reporting format will be developed and provided to counties that may be customized to accommodate each county plan's unique OERU strategies. Reports will be submitted on-line and in hard copy will be in accordance with the quarterly invoice submission.

Depending upon the county plan and budget, data to be collected and reported to document progress towards established objectives may include, but is not limited to:

- Financial data
- Number of children reached
- Number of children assisted in enrolling in Healthy Families and Medi-Cal
- Number of applications completed
- Number of children actually enrolled in Medi-Cal and Healthy Families
- Numbers assisted with their Healthy Families and annual eligibility review and Medi-Cal redetermination
- Number of children that retained coverage as a result of this assistance
- Number of families assisted in the utilization of services and number of children utilizing services as a result
- Demographics of those served, including ethnicity and age
- Number of application assistors trained
- Barriers and challenges to accomplishing goals
- Accomplishments and successes
- Solutions to barriers and challenges
- Collaborative meetings and activities
- Products developed
- Data Sources
- Outreach activities

CDHS will be responsible for ongoing oversight and monitoring of funded allocations. At a minimum, this monitoring and oversight will include:

- Reviewing required quarterly reports and actual enrollment figures and proposing changes to the county plan as necessary to meet performance measures and goals
- Monitoring compliance with the county plan and budget requirements
- Consulting as necessary with counties to assess the need for plan modifications to meet enrollment goals
- Conducting site visits for performance and auditing purposes, as necessary
- Meeting individually with counties on a periodic basis to review county allocation program status and discuss any concerns related to the project
- Facilitating open communication and prompt resolution of any issues
- Recommending appropriate remedies. All required reports must be complete and timely. The State may recoup or withhold all or part of a county's allocation in the event of non-performance.